

**Tasking Memorandum No.** 00-25

**Memorandum For** Cdrs, DCMDs

**Subject:** Nominations for Commander-in-Chiefs (CINC) Annual Award for Installation Excellence

**Suspense Date:** January 3, 2000

**Target Audience:** Directors, Human Resources Customer Service Units (CSUs)

**New Information/Guidance/Tools:**

- The attached CAHW memorandum requests nominations for the Commander-in-Chief's Annual Award for Installation Excellence.
- CAHW has requested the focus of our nominations be on how the organization's work and support structure enable all employees to contribute to achieving the organization's performance objectives. Emphasis should be placed on such things as employee wellness programs, workforce effectiveness activities, and the use of innovative management techniques to accomplish the mission.
- The CAHW memorandum provides guidance on preparing nominations.
- Request the Districts submit nominations to HQ DCMC, Attn: DCMC-BA, by the suspense date.
- HQ DCMC will consolidate District input; obtain HQ DCMC Commander approval; and forward the nominations to CAHW.

**Point of Contact for Further Information:**

patricia\_mcguire@hq.dla.mil/ Resource and Organizational Management/DCMC-BA/ DSN 427-2407, (703) 767-2407

  
**Signature:** Marcia Case, Director, Resource and Organizational Management Team

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IN REPLY  
REFER TO CAHW

S: February 4, 2000

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MEMORANDUM FOR DLA EXECUTIVE MANAGEMENT TEAM

SUBJECT: Commander-in-Chiefs (CINC) Annual Award for Installation Excellence

Nominations are now being solicited for the CINC Annual Award for Installation Excellence. Once again, we have the opportunity to show special recognition to an exceptional installation by participating in this noteworthy program. This award is intended to recognize the efforts of those people who actually operate and maintain installations and have done the best with their resources to support the mission. Nominations are due to CAHW no later than Friday, February 4, 2000.

Guidance to assist in preparing a quality nomination is attached. This award does not just recognize excellent installation services but, rather, excellence in every facet of operation at an installation. Because the Defense Logistics Agency consists of more than just installations, per se, with our primary level field activity structure, the focus of our nominations should be on how the organization's work and support structure enable all employees to contribute to achieving the organization's performance objectives. Emphasis should be placed on such things as employee wellness programs, workforce effectiveness activities, and the use of innovative management techniques to accomplish the mission. Past award winners may not compete for 1 year.

Point of contact for this award is Ms. Sandra Hazel, DSN 427-6422 or (703) 767-6422.

  
SANDRA M. MILLER

Assistant Executive Director  
Workforce Effectiveness and  
Development Group  
Human Resources

Attachment:

cc:

Awards Administrators

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## COMMANDER-IN-CHIEF'S ANNUAL AWARD FOR INSTALLATION EXCELLENCE

### I. PURPOSE.

To recognize the efforts of the people who operate and maintain our installations and have done the best with their resources to support our mission and promote creative and innovative management.

### II. SCOPE OF THE AWARD.

The winning Field Command receives a large trophy with the Presidential seal from the Secretary of Defense. The winner also receives the Commander-in-Chiefs flag for excellence and a congratulatory letter signed by the President of the United States. Individual special achievement will be recognized by means of a certificate signed by the Secretary of Defense. An award ceremony will be held at the Pentagon in May.

### III. ELIGIBILITY.

All Field Commands are eligible and are encouraged to compete for this award. Winners may not compete for 1 year. The purpose of this decision was to encourage more activities to compete for the award. Because DLA does not have installations, per se, we recommend that commands focus their nomination assessment on how the organization's work and support structure enable all employees to contribute to achieving the organization's performance objectives. This may include such things as employee wellness programs, workforce effectiveness activities, and the use of innovative management techniques to accomplish the mission, as well as efforts to maintain and/or improve the environment in which the command is located.

### IV. NOMINATION PROCEDURES.

The activity commander must submit the nomination. The nomination must be concise. The Executive Review Board must review and evaluate the nominations in a short period of time. Note that the OSD guidance suggests no more than four pages for the narrative. Therefore, brevity is essential. **The nomination must reach CAHW by February 4, 2000.** The nomination must contain sufficient information to allow a comprehensive evaluation of achievements and must include:

A. Name and location of the Field Command.

B. Narrative description.

1. Describe systematic approaches used to design, assess, control, and improve processes and inputs to produce quality products and services. Emphasize prevention rather than correction.

2. Describe the process for developing measures. Describe how measures relate to goals and objectives in the strategic plan for improvement.

3. Describe the effectiveness and extent of workforce involvement and the approaches used to enhance employee empowerment.

4. Describe the efforts of the command to develop the full potential of the workforce and its efforts to use rewards and incentives to recognize individuals.

5. Describe methods used to identify external customer requirements and expectations; how this information is shared with relevant employees, and how the employees use it. Describe the methods used to identify internal customer requirements and how this information is used.

6. Describe how all levels of senior management create and sustain a clear and visible quality value system along with a supporting management system to guide all activities of the installation.

C. Department of Defense Specific Criteria:

1. Environmental compliance, remediation, and stewardship actions.

2. Energy - the extent to which activities have developed innovative and aggressive energy and water conservation programs that retain adequate service but reduce costs. Contract management commands may adapt this criterion to meet their particular circumstances.

3. Interservicing - innovation in achieving the most economical facility support either as a supplier or a receiver of support.

4. Defense - pursuit of National Performance Review objectives (Name two or three that are relevant).

D. DLA Specific Criteria:

DLA nominations should focus on how the organization's work and support structure enable and encourage all employees to contribute effectively to achieving the organization's performance and learning objectives. Emphasis will be placed on the criteria listed below.

1. How work and jobs are structured to ensure:

a. Opportunities for individual initiative and self-directed

responsibility in designing, managing and improving work processes.

b. Flexibility, cooperation, rapid response, and learning in addressing current and changing customer and operational requirements.

c. Effective communications and knowledge as well as skill sharing across work functions, units, and locations.

2. How the organization maintains a work environment and work climate that supports the well being, satisfaction, and motivation of employees. Areas to be addressed are:

a. Work environment. (How the organization maintains a safe and healthful work environment emphasizing employee well-being factors such as health, safety, and ergonomics.)

b. Employee support services. (How the organization supports the well being, satisfaction, and motivation of employees via services, facilities, activities, and opportunities.)

c. Employee satisfaction. (How the organization determines employee well-being, satisfaction, and motivation.)

3. Names and Titles of specific individuals closely involved with the achievement(s).